

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**BUDGET SERVICES ADMINISTRATOR**

**DEFINITION:**

Under general direction, to plan and direct the work of the **Centralized City-wide budget preparation section within the Financial Management Department**; and to perform related work.

**DISTINGUISHING CHARACTERISTICS:**

Serves as a second-level supervisor over a professional staff in the Management Analyst series. It is distinguished from the lower level Supervising Management Analyst class in that the latter serves as a first-level supervisor over professional staff which does not have responsibility for preparing the budget on a City-wide basis, while this class is specifically assigned supervisory responsibility for a section within the Financial Management Department which prepares and monitors the entire City budget.

**\* EXAMPLES OF DUTIES:**

- Through subordinate professional analysts, including Supervising Management Analysts, plans, organizes and directs the preparation and monitoring of the City-wide budget;
- Directs and coordinates the preparation of special budgetary reports and analyses through data gathered from analyst staff from all City departments;
- Confers with and makes presentations to department management, City Council and other City officials, and outside agencies regarding fiscal policy and other City-wide budgetary issues;
- Directs or participates in the analysis and resolution of the most critical or complex budgetary issues which involve multiple departments or have a City-wide impact;
- Reviews, analyzes, and makes recommendations on policies and procedures which have a City-wide impact;
- Reviews, analyzes, and makes recommendations on budgets submitted by City departments;
- Selects, trains, and evaluates the work of subordinates.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

College graduation with a Bachelor's degree, **AND** five years of professional experience in budgetary analysis, preparation, and monitoring which must include at least **one** year of experience supervising a staff of professional level employees.

- \* EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.